

DD / S R - J I S T R Y  
FILE *Personnel 15*

Assistant Deputy Director  
for Plans 3C34 HQ

*Director of Personnel*

Tom:

We have been following through with State in the review and consideration of their applicant files as a result of your suggestion which grew out of a conversation you had with Dwight Porter a few months ago. I believe we have now established a continuing liaison which gives us a promising source in a small way. I thought you might be interested in the attached reports which give a short account of what we've done and what the future seems to hold.

*151*  
LKW  
13 JUL 1964

Deputy Director for Support 7D18



STAT

SA-DD/S:RHW:nft (8 Jul 64)

Distribution:

- Orig - Adse w/O of DD/S 64-3645 w/att
- 1 - DD/S Subject w/ccy DD/S 64-3645 w/att
- 1 - DD/S Chrono

DD/S 64-3645: Memo dtd 26 Jun 64 to D/Pers fr C/POD, subj: "Review of Applicant

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INTERNAL USE ONLY

22/5 64-3645

26 June 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Review of Applicant Files of State Department

1. Mr. [ ] and I met with Mr. Zook at ten o'clock on the 22nd of June at his office in the new Civil Service Building. [ ] and [ ] returned the next day and reviewed the files -- the result of their review is covered in the attached note from [ ]

2. The Foreign Service exam is now being given twice a year and the last cycle produced around 8,000 applicants. 13% passed the written exam (the percentage passing is by formula determined by the anticipated input capacity of the Foreign Service for that year). About a quarter of those who passed the written pass the orals. These then go on a waiting list from which, if not selected, they are dropped 30 months from the date of the written exam. The waiting list is rank-ordered and revised after each new group of those who pass the orals is added. With the exception currently of economic, administrative and commercial types, selection is from the top -- consequently there can be identified still well-qualified people who probably won't be reached before they drop from the list. Room for new people this year is small -- about 125. The files we reviewed were of those who had passed both exams and were on the eligible list but were not likely to get a chance to EOD.

3. Mr. Zook is not revealing to the other people in his own shop that we are reviewing these files with a view to possible recruitment. Consistent with that we are making a non-attributable approach to those 23 we picked out of the first batch. He expressed the hope that we might find some quid pro quo but hastened to say that he did not mean to look at our applicant files. We said that our recruiters were aware of their responsibility as Government recruiters as well as Agency recruiters and when appropriate suggested applicants take the Foreign Service exam or the FSEE. This seemed to be for him a satisfactory response.

ADMINISTRATIVE  
INTERNAL USE ONLY

**ADMINISTRATIVE**  
**INTERNAL USE ONLY**

**SUBJECT: Review of Applicant Files of State Department**

4. We can expect to hear from him from time to time -- probably semi-annually -- when he has files he believes we would be interested in.



Chief, Personnel Operations Division

A footnote of interest is that their applicant files have no internal organization either by subject, category or chronology and consequently are most difficult to review. We would never put up with such a chaos of paper.

1 Att: A/S

Distribution:

- Orig. & 1 - Addressee w/Att ✓
- 1 - C/PB w/o Att
- 1 - C/POD/OP w/Att

OP/POD  dbw (26 Jun 64)

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23 June 1964

**MEMORANDUM FOR: Chief, Personnel Operations Division**

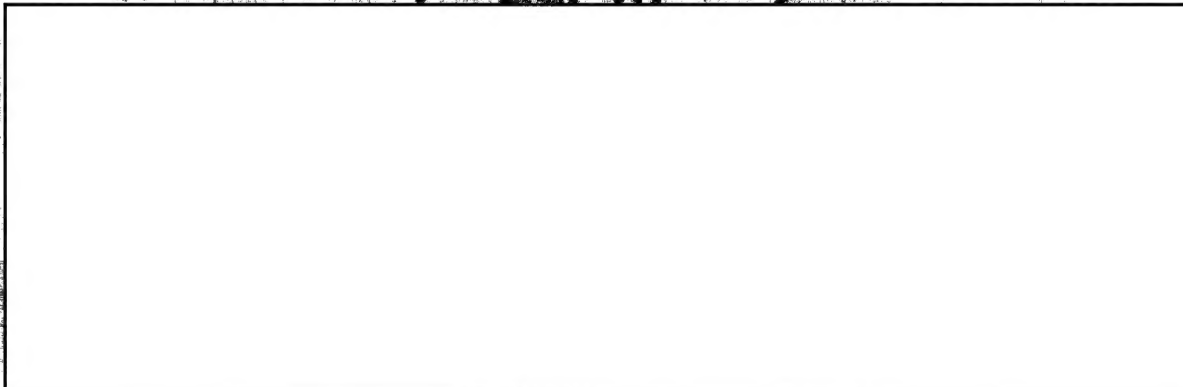
**SUBJECT : Review of FSO Applicant Files**

1. Mr. [ ] and the undersigned have concluded a review of 38 files of applicants who have filed for FSO-7 and FSO-8 appointments with the State Department. This review was concluded on 23 June and took a total of five man-hours to complete.

2. The quality of these applicants was excellent. Out of the 38 cases, we found 32 with qualifications of definite interest to Agency requirements. Of the 32, we found 5 applicants whose availability could not materialize until after 1966 (military obligations), and in addition, interest in 4 cases had to be withdrawn when we discovered each of the 4 had wives who were not U.S. citizens.

3. The net effort resulted in finding 23 real solid candidates. We intend to make an aggressive employment pitch to each of these 23 as the Department has advised each of the candidates that their chances of being employed by the Department is quite unlikely.

4. The Department has requested that the Agency make no reference to their cooperation in this exercise when we contact these candidates. It might be of interest that the list contained the names of 3 applicants who had previously applied to the CIA. The records



UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Director of Personnel 5E 56 Hqts [ ]		29 JUL 1964	EDE/le	
2					
3	NR/S 7018				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p><i>I think you will be interested in these <u>two</u> short reports. We have finally put our foot directly in door &amp; things look promising in a small way</i></p> <p style="text-align: right;"><i>EDE</i></p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Chief Personnel Operations Division 5E 67 Hqts					
UNCLASSIFIED		CONFIDENTIAL		SECRET	

Approved For Release 2002/08/15 : CIA-RDP84-00780R000600110004-2

TO:		DATE
Colonel White via Mr. <input type="text"/>		7 July 1964
ROOM NO.	BUILDING	
REMARKS:		
Recommend your initials.		
<input type="text"/>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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STAT

STAT

STAT Mr.

Bertha called to give  
a status report on attached.

STAT  does  
not feel that one of his recruiters  
could be spared for this.

STAT  Possibly one of Bob  
people could go over  
and review the applicant files

STAT at State  away this  
week; we will get a full report  
after his return.

STAT

*5/26 we are  
finished*



**CONFIDENTIAL**

DD/S 64-264F

8 MAY 1964

DD/S REGISTRY  
FILE Personnel 15

MEMORANDUM FOR: Director of Personnel

Emmett:

Colonel White advised [ ] that  
he would be in touch with Dwight Porter after you [ ] and others  
had considered Porter's suggestion that you might review some of the  
State Department applicant files, and that you might, also, include an  
Agency representative in State Department's recruiter teams.

25X1

25X1

Colonel White probably will be seeing Mr. Porter  
shortly after his return. Have you completed your deliberations in this  
matter?



25X1

EO-DD/S:VRT:nft (8 May 64)

Distribution:

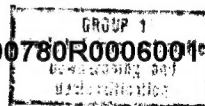
Orig - Adse

✓ 1 - DD/S Subject w/background

1 - DD/S Chro no

3/15/64 This will be a per-687

**CONFIDENTIAL**





# ROUTING AND RECORD SHEET

SUBJECT: (Optional)		DD/S REG-STR-1 FILE <i>Personnel</i>	
FROM: Deputy Director for Support Room 7D-18, Headquarters		EXTENSION <input type="checkbox"/>	NO. DATE 10 MAR 1964
TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Assistant Deputy Director for Plans Room 3C-2006, Headquarters			Tom:
2.			Emmett Echols is exploring a suggestion made by Dwight Porter that we might benefit from reviewing some of the Department of State's personnel recruitment folders and the possibility that we might include an Agency representative on the Department's recruiting teams.
3.			
4.			
5.			
6.			We have looked into the first suggestion several times in the past, but the suggestion that we might join the State recruiting teams is new and I think it may offer more than just the review of files.
7.			
8.			Emmett Echols, <input type="checkbox"/> and <input type="checkbox"/> plan a visit to the Executive Secretary of the Department's Examining Board to inquire into the FSO examining and selection process. When they have explored the possibilities of our participation in the Department's recruitment program, I will get in touch with Dwight Porter.
9.			
10.			
11.			
12.			
13.			Attachment: Memo dtd 24 Feb 64 to DD/S fr ADD/P, subj: "Recruitment of JOTS" (DD/S 64-1107)
14.			
15.			

5 MAR 1964

MEMORANDUM FOR: Executive Officer to the DD/S

SUBJECT : Recruitment of JOT's

REFERENCE : Memo for DD/S fr ADD/P dtd 24 Feb 64,  
same subject

1. I have discussed the proposal made in referenced memorandum with my staff and with the Chief, JOTP and the Chief, A&E Staff. We agree that it would be desirable to explore this idea further.

2. Mr. [ ] plan to visit the Executive Secretary of the Department's Examining Board in the near future to inquire into the FSO examining and selection process. I think we might well combine our purposes in this visit by including a representative from my office. In any event, I suggest that Mr. [ ] and a representative of my office explore Mr. Porter's proposal further at working level to get a better idea of the advantages and possible disadvantages from our point of view.

[ ]  
Emmett D. Echols

Director of Personnel

## ROUTING AND RECORD SHEET

DD / S R E G I S T R Y  
 F I L E *Personnel*

SUBJECT: (Optional)

FROM:

ADD/P

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)

1.

Deputy Director for Support

2/24

2/27

s/V. T.

2.

3.

D/Pers

4.

5.

6.

7.

8.

EO-DD/S:VRT:maq (28 Feb 64)

9.

Distribution:

Orig - D/Pers w/ccy of DD/S 64-1107

1 - DD/S Subject w/O of DD/S 64-1107

10.

1 - DD/S Chrono

11.

DD/S 64-1107: Memo dtd 24 Feb 64 to DD/S  
subj: Recruitment of JOT's

12.

13.

14.

15.

h/w note by Mr.   
 "3. Forwarded per our discussion in Colonel White's office. He will want to acknowledge or discuss this with Mr. K and perhaps with Mr. Porter. Will you please give us your views.  
 s/V. T."

STAT

STAT

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USE ONLY☐ CONFIDENTIAL☐ SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM:  ADD/P		EXTENSION	NO.	
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Deputy Director for Support		<i>V.T.</i>	<i>V.T.</i>	<i>3. Forwarded per our discussion in Col White's office. He will want to acknowledge as discussed with Mr. K and perhaps with Mr. Porter. Will you please give me your views. V.T.</i>
2.				
3. <i>D/Press</i>	<i>M. J.</i>			
4.				
5.				
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USE ONLY☐ UNCLASSIFIED

015 64-1167  
4-0986

24 February 1964

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT: Recruitment of JOTS**

1. In a recent chat with Dwight Porter of the State Department, he asked whether we couldn't take advantage of the extensive work done by the Department in recruiting its young officers. He recognized fully the somewhat different recruiting criteria involved, but he pointed out that the Department annually tests and compiles very useful personnel folders on some six or seven thousand top notch youngsters and ends up selecting a couple hundred for its purposes. He thought that the files of those not selected ought to be available to the Agency, and that perhaps the Agency could save itself a lot of money by availing itself of this information. He also said he thought it might be possible to include an Agency representative on the State Department recruiting teams that went out to interview applicants for State positions.

2. I bring this to your attention because, if Personnel is not already taking advantage of this, I imagine we might wish to give it very serious consideration.

  
Assistant Deputy Director for Plans

25X1

SECRET

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TRANSMISSION SLIP		DATE
TO: Colonel White		
ROOM NO.	BUILDING	
REMARKS:		
Recommend your <u>initials</u> .		
<div></div>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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